

STOCKTON COURT CIVIL DIVISION COUNTER FILING GUIDELINES

- Customers with multiple filings:
Please note that the civil filing policy is to allow a maximum of ***three (3) new cases and five (5) miscellaneous*** documents to be filed at a time. If you have additional filings, you will need to obtain a new kiosk ticket to be called to the window again.
- Customers may not obtain a kiosk ticket after 4:00 p.m. If you obtain a kiosk ticket by 4:00 p.m. the counter clerk will wait on you and finish your work which may consist of up to ***three (3) new cases and five (5) miscellaneous documents***. Once the clerk has completed those items, and it is after 4:00 p.m. you may place any additional filings at the drop window or return another time during regular business hours.
- Customers may not occupy more than one clerk's window at a time.
- Please do not use your cell phone while at the clerk's window.
- Pursuant to Local Rule 3-100, unless otherwise required by law the clerk's office will conform a maximum of two (2) copies.
- **Documents for existing cases should have the Judicial Officer's name or Department Number listed under the assigned case number to ensure timely processing.**
- Courtesy Copies for Dedicated Civil Departments 10A, 10B, 10C, 10D & 11B are to be placed in the drop boxes installed near the public elevators on the 10th and 11th floors. (See Local Rule 3-117 for additional information regarding courtesy copies).
- **All CIVIL** Requests for Defaults, Writs, Abstracts and Renewals of Judgments are not processed at the counters. These documents may be mailed to the court or left at the drop window.
- **All UNLAWFUL DETAINER** Clerk Default Judgment for Possession of the Premises are not processed at the counters. Documents may be left with the counter clerk for processing and will be ready after 1:00 p.m. the following business day from the date filed.
- Documents ready for pick up will be placed in the 3-drawer file cabinet located on the 2nd floor next to the civil counters.
Documents not picked up within 30 days will be destroyed.
Couriers – each submission must have its own separate cover sheet for return of each case.
- If you prefer to have your documents returned by mail, you must provide a self-addressed, stamped envelope.